

**ADMINISTRATIVE PROCEDURES FOR
EMERGENCY PREPAREDNESS**
(Attachment for Policy No. 805)

A. Shared Ownership

1. The ownership of this process is between the principal of the building and the Operations/School Safety Department.

B. Mandated Regulatory Guidelines

1. Fire and Emergency/Evacuation Drills
 - a. At least annually, all district schools shall conduct a disaster response or emergency preparedness plan drill.[1]
 - b. Principals shall be required to hold one (1) fire exit drill during the first ten (10) days of the beginning of classes (calendar days).[6]
 - c. Fire and emergency evacuation drills shall be conducted at least once a month every month school is in session or occupied.[3][4][5]
 - d. Fire drill procedures pertaining to each room and all other school areas must be posted conspicuously.
 - e. The principal shall arrange two (2) observances of fire and emergency evacuation drills annually, one in Spring and one in Fall, by the Philadelphia Fire Department. [3][4][5]
 - f. Fire and emergency evacuation drills shall be conducted at different hours of the day or evening, during the change of classes, when the school is at assembly, during the recess or gymnastic periods, or during other times to avoid distinction between drills and actual fires.[6]
 - g. Rally Points (outdoor assembly areas) shall be designated by the principal as a safe distance from the building being evacuated so as to avoid interference with fire department operations. The Rally Points shall be arranged to keep each class separate to provide accountability of all individuals. The Office of Safety will assist principals in planning and ensure compliance on a regular basis.[6]
 - h. Records shall be maintained of required emergency evacuation drills and shall include the following information:[5]
 - i. The name and title of the person conducting the drill.
 - ii. Date and time of drill.
 - iii. Notification method used.
 - iv. Staff on duty participating.

- v. Number of occupants evacuated.
 - vi. Special conditions simulated.
 - vii. Issues or concerns.
 - viii. Weather conditions when evacuated.
 - ix. Time required to accomplish complete evacuation.
 - x. Type of drill.
 - i. Current records of fire drills shall be maintained on a monthly basis, updated at the time of the fire and evacuation drill, monthly in the Previstar System and filed in the administrative principal's office. All fire and evacuation drill schedules shall be submitted annually in September of every year. Changes in fire drill schedules shall be submitted promptly for approval to the Assistant Superintendent and Office of Safety.
2. Shelter-in-Place Drills
- a. Principals must hold one (1) shelter-in-place drill during the school year. The shelter-in-place drill cannot substitute a fire exit drill.
3. Lockdown Drill
- a. All District schools will conduct one (1) lockdown drill annually.
 - b. Lockdown drills shall be recorded on the drill record in the Previstar system.
4. Relocation Drill
- a. All District schools will conduct one (1) relocation drill annually.
 - b. Relocation drills shall be recorded on the drill record in the Previstar system.
5. Bus Evacuation Drills
- a. Bus evacuation drills shall be conducted twice a year, in accordance with law.[3]
 - b. The Transportation Division shall conduct the drills on the school grounds, with confirmation by signature of the principal.
6. Emergency Preparedness Plan
- a. Principals shall be required to develop and communicate an emergency preparedness plan on an annual basis. Emergency preparedness plans must be on file in the administrative principal's office and uploaded to the Previstar System.
 - b. The emergency preparedness plan shall be maintained in each district building, be reviewed at least annually, and be modified as necessary. A copy of the plan shall be provided to the local Emergency Management Agency, each local police department and each local fire department that ~~have~~ has jurisdiction over school

property. The emergency preparedness plan shall be communicated to students, parents/guardians, the community and other relevant stakeholders.[1][2][9]

- c. The emergency preparedness plan for all District kindergarten through eighth grade schools shall mandate intruder prevention.
- d. The emergency preparedness plan for all District high schools shall mandate the use of walk-through metal detectors and x-ray scanners at all designated points of student and visitor entry.
- e. The emergency preparedness plan for all District facilities shall designate points of entry and exit for all students and visitors to ensure the security of each building.
- f. Annually, by September 30, the district shall assemble information required to assist local police and fire departments in responding to an emergency. The required information shall be deployed immediately to the Incident Command Post in the event of an emergency incident or disaster.[2][8]
- g. Additionally, as required by state law and regulations and as an essential element of the emergency preparedness plan, the Superintendent shall execute a memorandum of understanding with each local police department that has jurisdiction over district property. The memorandum of understanding shall be signed by the Superintendent and police chief. [8][10][11]
- h. Emergency Preparedness Plans shall provide the following information for the purpose of assisting local police and fire departments in responding to an emergency:
 - i. Blueprints or floor plans of the school buildings.
 - ii. Map or layout of the school campus.
 - iii. Locations of predetermined or prospective command posts.
 - iv. Current teacher/employee roster.
 - v. Current student roster.
 - vi. School fire-alarm pull station locations.
 - vii. Utility shutdown procedures.
 - viii. Any other information the school entity deems applicable to assist local police and fire departments in responding to an emergency.

7. Continuity of Student Learning/Core Operations

- a. In the event of an emergency, local, county or state officials may require that schools be closed to serve as mass-care facilities or to mitigate the spread of infection or illness. Local, county or state officials may also utilize district-owned buses and other transportation vehicles.[1]

8. Emergency Closings

- a. In the event of an emergency, weather related or other, which leads to an early dismissal or school closure, the district shall establish prompt communication to parents/guardians, staff, school and administrative offices.
- b. Students must not be left alone during emergency closings. All staff members must remain in the building until all students are dismissed. If the students are still in the building beyond one (1) hour after closing time, the principal shall determine the number of employees needed during the emergency in accordance with applicable provisions of an administrative compensation plan, collective bargaining agreement or individual contract. The principal shall be the last person to leave the building after all students are dismissed and no other emergencies exist. Just prior to leaving, the principal shall notify the Assistant Superintendent that everyone has been dismissed. The Division of Operations and Office of Safety will assist in the emergency response and school closure procedures.

Legal References:

1. 35 Pa. C.S.A. 7701
2. 22 PA Code 10.24
3. 24 P.S. 1517
4. 24 P.S. 1518
5. Philadelphia Fire Code Sec. 405
6. Philadelphia Fire Code Sec. 408
7. Pol. 805
8. Pol. 805.1
9. 24 P.S. 1302.1-A
10. 22 PA Code 10.11
11. 24 P.S. 1303-A Pol. 810